

To: Monhegan Plantation Assessors  
From: Travis Dow, Road Commissioner  
Proposed 2021 Roads Dept. Budget

February 1, 2021

**Road Commissioner's PROPOSED 2021 Warrant Article**

To see what sum the plantation will vote to raise and appropriate, and expend from revenues for Road and Snow Removal expenses:

Road Commissioner requests:     **\$60,000.00**  
Estimated Revenues:             **\$14,500.00**  
Transferred from surplus:       **\$ 8,000.00**  
Raised from taxation:           **\$37,500.00**

**2020 Revenue Estimates**

Vehicle Permit Fees:               \$6,000.00 (66 vehicles in 2019)  
Local Road Assistance Program:     \$2,500.00 (\$2,200 is lowest possible)  
Auto Excise Tax:                    \$6,000.00 (highly variable)

**Proposed 2020 Line Item Expenditures**

Labor: Road Commissioner

- Rate of \$34.00/hr - \$1/hr increase
- **Budget for 470.5 hours at \$34.00/hr = \$16,000.00**

Labor: Road Crew

- Rate up to \$30.00/hr set by assessors 4/13/17 - no increase
- **Budget for 50 hours at \$30.00/hr = \$1,500.00**

Labor: FICA

- Plantation pays 7.65% of employees gross pay
- **Budget for total labor of \$17,500.00 x 7.65% = \$1338.75**

Material: Gravel and Stone

- 110 yards of Granite Dust and 1.5" stone
- **Budget for 110 yards of Material at \$19.00/yd = \$2090.00**

Material: Trucking and Barge

- 5 Barge trips for material listed above

- 2 Drivers \$700 (\$375 and \$325 - J. Kalloch)
- Barge approximately \$1,600 round trip (\$25/hr increase to \$375/hr)
- **Budget for 5 Barge trips @ \$2,300.00 = \$11,500.00**

#### Truck: Parts, Tools, Supplies

- **Budget \$500.00 for yearly service and unanticipated needs**

#### Truck: Fuel

- **Budget for 200 gallons at \$4.00/gal = \$800.00**

#### Truck: Plow

- A rubber blade was purchased in 2019, and installed August 2020. Needs to be replaced with a hard plastic blade, Andy will replace blades summer 2021.
- **Budget \$500 for boat and labor**

#### Small Equipment

- **Budget \$200 for unanticipated repairs/parts for snowblower and trimmer**

#### Tools and Supplies

- **Budget \$100 for unanticipated tools and supplies**

#### Contracted Equipment/Operator

- There is not any anticipated use of contracted equipment. There are unanticipated uses such as, snow plowing/removal, sanding, moving gravel in the pit, towing, etc.
- **Budget \$1000.00 for unanticipated contractor needs**

#### Bridge

- The Department of Transportation (DOT) has recommended that the Mooring Chain Bridge be replaced in 2019. Since it is not a high drainage area, the DOT recommends that the bridge be replaced with a culvert and fill, making it a road. Making it a road would make the properties on the other side of the current bridge accessible to the firetruck, as well as dump trucks, septic trucks, etc. It would also be much easier and less expensive to maintain. The project was postponed due to residents (on the other side of the bridge) staying thru December. The project will now take place after 10/11/21, and be completed by 12/1/21.

The costs associated with the bridge removal and road replacement are estimated at:

- Culvert/freight - \$600.00 (may have on hand)
- 22 yards of material at \$19/yd - \$418.00 (Got 22 yds in 2020)
- Trucking and Barge (1 trip) - \$2,300.00 (Got 1 trip in 2020)
- Demo and removal of bridge - \$1,500.00
- Labor - \$3,000.00
- Equipment rental - \$500
- **Budget \$8,318.00 for bridge removal and road replacement**

#### Boardwalk

- The boardwalk will need to be replaced.
- Designs and bids are being sought.
- **Budget \$15,243.25 for footbridge (bids pending)**
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#### Culvert **(Postpone until 2022)**

- The culvert that runs from the school to the Library is slowly disintegrating.
- Culvert/freight - \$600
- Material needed - on hand
- Excavator/Operator - will need to ask for bids - \$1,000.00
- Disposal of culvert - \$500
- Supplies to keep road open during project - \$400.00 (PT Plywood)
- Budget \$2,500.00 for culvert replacement

Wharf Operating (Account# 7050) : Proposed 2021 Budget as of 2/22/21 - DRAFT - V3						
Budget category	Beginning Balance (1/1/21)	2020 Appropriation	2020 Actual Expense	2020 Notes	2021 Proposed	2021 Notes
Power - MPPD			\$2,889.51		\$4,220.00	MPPD charged approx. \$2900 in 2020. We can assume that it would be at least this amount in 2021. However, in order to account for potential increased electrical usage during the proposed pile and ladder replacement, I recommend that we appropriate an additional \$1320 to cover possible additional MPPD expenses.
Wharf Resurfacing			\$870.00	This based on the use 4 yards @ \$130/CY total cost + 7 Hours @ \$50/hour combined hourly and equipment	\$1,780.00	Based on info from the Road Commissioner, the 2021 estimated resurfacing expense would be approximately \$1280, including all material, labor and equipment costs. This is based on the use of 6 yards @ \$130/CY total cost + 10 Hours @ \$50/hour combined hourly and equipment cost. I recommend to appropriate \$500 as a buffer against increased washouts.
Miscellaneous						
<b>TOTAL</b>	\$4,608.99	\$8,000.00	\$3,759.51		\$6,000.00	

Wharf Long Term Maintenance : Proposed 2021 Budget as of 2/22/21 - DRAFT V6						
Budget category	Beginning Balance (1/1/21)	2020 Appropriation	2020 Actual Expense	2020 Notes	2021 Proposed	2021 Notes
Piles					\$78,785.00	Total based on a Prock Marine estimate for replacing 17 face piles leaving at least the 4 corner piles high (See attached estimate). There is also a possibility that some additional piles (besides the corner piles) will be left tall if it's helpful as we deal with sea level rise. The RFP was sent to 1 other Maine company, Tibbetts Marine Construction (Warren, ME) which declined to submit a bid citing a work backlog extending into 2022. Information has been supplied to the Maine DOT for the purpose of exploring stet funding to defray the cost of the project. Other potential grant sources have been mentioned as sources of funding or match for the SHIP Grant: The Shore Up Grant from the Island Institute; Hazard Mitigation Funds from Lincoln County and Community Development Block Grants. The only other non-governmental funding source may be the Boat Services. In 2020, the Boat Line stated that it would be willing to kick in some funds for any major piling work. No \$\$ amount was discussed or committed. Hardy Boat and Balmy Days said that they would contribute a <b>modest</b> amount to a Wharf Piling project. Best guess is that the total contribution would be no more than \$5k...pure guesstimate. ☒
Ramp/Lift Ladders			\$1,245.00	Somatex for ramp lift repair		
Fabrication					\$10,000.00	Includes the replacement of the ladder on the Northeast side (closest to the Barnacle) as well as the ladder on the face. This \$\$ is based on a guestimate by Ken Knauer of Prock Marine. Both custom ladders would be 20' long and hot-dipped galvanized. Fabrication would be done by Prock Marine. We would still need to get an official estimate from Prock. I recommend including the new ladders in the SHIP Grant application, which would increase the size of the project and the required Plantation match.
Installation					\$2,000.00	This includes an estimated \$1000 installation cost for the new North and face ladders and an estimated \$650 for the emergency replacement of the South ladder. This emergency replacement would be a 2021 expense since it was completed in late January, 2021. This includes approximately 10 man hours at an estimated \$65/hour (combined 2 people, Chris Smith and Bill O'Brien). It does not include any equipment rental used for the 1/2021 emergency installation. Total estimated cost of the emergency replacement is \$1000.
Hoists						
Stone Perimeter						
Miscellaneous						
Fenris, Inc			\$175.00	Unknown		
Monhegan Boat Line			\$25.03	Unknown		
Hamilton Marine			\$38.36	Unknown		
<b>TOTAL</b>	\$19,369.49	\$5,000.00	\$1,483.39		\$90,785.00	Actual Pile/ladder Replacement Project cost is \$89,785.00
				Requested 2021 appropriation from taxation	\$71,416.00	After deducting the \$19,369.49 Beginning Balance in the Long-term Wharf Maintenance Account

MVFD Budget as of 3/7/21	2020	Notes 2020 Actual	2021	Notes 2021 Proposed
LINE ITEM	ACTUAL		PROPOSED	
Labor: Fire Chief	0.00		2325.00	keep at 75 hours @ \$31/hr.
Labor: Emergency Management	5,851.25		7750.00	keep at 250 hours @ \$31/hr.; covers regular duties + special projects: 911 addressing, 911 radio/repeater upgrade, hydrant map
Labor: Crew	120.00		1040.00	increase to 40 hours @ same rate of \$26/hr., 20 extra hours for hydrant/hose inventory & maint. deferred in 2020
FICA	456.82		850.30	7.65% in 2021
<b>Subtotal: Labor &amp; FICA</b>	<b>6,428.07</b>		<b>11,965.30</b>	
Communications: Training	540.64	2/2020 training for 1 member, respiratory medical evaluations fees for 6 members	500.00	online trainings only, annual respiratory medical evals. 12 members @ \$10/person (\$120)
Communications: Membership	0.00		100.00	LC Fire Chief's Assoc. membership fee \$100 (invoiced Feb., due mid-June)
Communications: 911 List & Maps	1.00	1 Monhegan map	265.00	postage/envelopes for distributing 911 addresses 25 addresses x \$0.55/stamp (\$15.00 rounded), schematic of electric meters, water sources, & propane hook ups (\$250 - GIS mapping services)
<b>Subtotal: Communications</b>	<b>541.64</b>		<b>865.00</b>	
Equipment: Turnout Gear & PPE	2,361.00	wildland fire PPE local match for VFA Grant	1000.00	gloves, ear/eye protection, drinking water, unanticipated
Medical PPE & Sanitation Supplies	0.00		500.00	nitrile glove, face shields, masks, disinfectant for South Barn/town truck, antiseptic towellettes (unless FEMA or FOMVFD fund)
Equipment: Communications	1,849.84		2264.00	16 portable batteries @ \$115/battery (\$1840), surge protectors (\$100), cellular hotspot & 2 G plan for LCEMA Tablet (\$324), unanticipated
Equipment: Tools, Parts, Supplies, Disposable Items	899.35	24 fire hose adapters, unpaid store account balance	2000.00	items such as: suction hose, forestry hose & couplings, large lights, flashlights/headlamps, cutting pliers, shelving, 2 fire extinguishers
Equipment: Pumps	1,750.00	back pack pumps local match to VFA Grant	1000.00	pump repair & maintenance (for reference: a brand new MARK III PUMP \$4000-5000)
Equipment: Generators	0.00		0.00	
Equipment: Other	0.00		30.00	binders for policies, tabs
Equipment: Freight	7.90		250.00	
<b>Subtotal: Equipment</b>	<b>6,868.09</b>		<b>7,044.00</b>	
Apparatus: Tools, Parts, Fluids & Supplies	11.16		400.00	Engine #1 - \$200, Engine #2 - \$200
Apparatus: Fuel	53.94		250.00	Engine #1 - \$125, Engine #2 - \$125
1964 International 1500, Engine #1 - Repairs & Transport	0.00		500.00	annual maintenance on island (mechanics labor + mechanic reimbursement for travel, food, lodging)
1988 F350 Brush Truck, Engine #2 (Bowdoinham, Received 2018) - Repairs & Transport	0.00		625.00	annual maintenance on island (mechanics labor + mechanic reimbursement for travel, food, lodging), \$125 battery
Replacement Apparatus	0.00			saving for future vehicle is handled via dedicated "Fire Truck" account - <b>Fire Chief recommends \$5000</b>
<b>Subtotal: Engines</b>	<b>65.10</b>		<b>1,775.00</b>	
Fire Station South: Heating	2,003.99		3396.00	removal of K-1 heater/tank and install of propane heater (\$1393), propane: 13 bottles X \$151 + inc. 2% increase in cost (\$2003)
Fire Station South: Electricity	316.00		450.00	

MVFD Budget as of 3/7/21	2020	Notes 2020 Actual	2021	Notes 2021 Proposed
LINE ITEM	ACTUAL		PROPOSED	
Fire Station South: Repairs	0.00		200.00	Note that Building & Maintenance Fund used for big issues (managed by Assessors), door needs to be tightened up
Fire Station South: Architect	0.00		0.00	
Fire Station South: Permits	0.00		400.00	
Fire Station South:				saving for future rebuild is handled via dedicated "Fire Barn" account - <b>Fire Chief recommends \$15,000</b>
<b>Subtotal: Fire Station South</b>	<b>2,319.99</b>		<b>4,446.00</b>	
Fire Station North: Heating	1,510.00		2003.00	13 bottles X \$151 + inc. 2% increase in cost (\$2003)
Fire Station North: Electricity	0.00		0.00	FOMVFD covers
Fire Station North: Repairs	0.00		300.00	cover over propane stand to prevent snow/ice build-up (\$200), unanticipated (\$100)
<b>Subtotal: Fire Station North</b>	<b>1,510.00</b>		<b>2,303.00</b>	
Labor: (COVID)	12,421.75		4680.00	Details in COVID BUDGET
FICA (COVID)	950.27		358.02	
Unemployment Insurance (COVID)	0.00		70.20	
Worker's Compensation (COVID)	0.00		32.29	
<b>Subtotal: Labor &amp; Fringe Benefits (COVID)</b>	<b>13,372.02</b>		<b>5,140.51</b>	
Contracted Services (COVID)	0.00		0.00	Details in COVID BUDGET
<b>Subtotal: Contracted Services (COVID)</b>	<b>0.00</b>		<b>0.00</b>	
Equipment & Supplies (COVID)	358.97		7277.31	Details in COVID BUDGET
<b>Subtotal: Equipment &amp; Supplies (COVID)</b>	<b>358.97</b>		<b>7,277.31</b>	
<b>COVID-19 Keep Maine Healthy Grant 6/7/20-12/11/20</b>	<b>91,405.19</b>	spent \$92,481.80, balance of \$14,928.20 used elsewhere in State of Maine, 2020 Actual doesn't includes payment to Maine Paper of \$1943.41 delayed to 1/12/21; 3/9/21; CHANGED FROM \$90,538.49		FEMA and other funding sources to be used as eligible
<b>FEMA Public Assistance</b>		\$14,018.49 reimbursement requested from FEMA 12/28/20, then adjusted, to be reimbursed \$16,018.32 in 2021		estimate will request \$58,300 in Public Assistance to cover pandemic related expenses in 2021
<b>Total:</b>	<b>\$122,869.07</b>		<b>\$ 40,816.12</b>	<b>(round to \$41,000)</b>
<b>REGULAR MVFD Budget:</b>			<b>\$ 28,398.30</b>	
<b>COVID MVFD Budget:</b>			<b>\$ 12,417.82</b>	
<b>2020 Fire Dept. Budget Appropriation:</b>				
Taxation:	-\$35,200.00		-\$4,500.00	
Undesignated Funds Account:	-\$11,100.00		-\$18,200.00	
				<b>ALSO located in undesignated account:</b> delayed use of 2020 Keep Maine Healthy Grant Funds until 1/12/21
Grants:	-\$2,038.50		\$0.00	
	-\$92,481.80	Keep Maine Healthy Grant as of 12/31/20		
			-\$16,018.32	FEMA Public Assistance Project 2020001 Reimbursement - Obligated
			-\$1,722.00	2021 MMA Safety Enhancement Matching Grant - not yet applied for & awarded

MVFD Budget as of 3/7/21	2020	Notes 2020 Actual	2021	Notes 2021 Proposed
<u>LINE ITEM</u>	<u>ACTUAL</u>		<u>PROPOSED</u>	
Donations:	-\$250.00		\$0.00	
	-\$25.00	donation received by Treasurer from Pearle Linda Downs		
Reimbursements:	\$0.00	\$275.00 reimbursement of 2019 barge cost (SDS, Inc.) part of deposit lost in mail, see 2021 records	-\$625.60	Received: \$518.40 Monhegan Restoration Unneeded K-1 Fuel Sold, \$107.20 Doug Boynton Unneeded K-1 Fuel Sold
	<b>-\$141,095.30</b>	Total Revenue as of 12/31/20	<b>-\$41,065.92</b>	<b>PROPOSED Total Appropriation (ROUND TO \$41,000)</b>
	<b>-\$18,226.23</b>	Outstanding FEMA Public Assistance Reimbursement Request of \$14,018.49 at end of 2020		



Plantation Expenses

Expense	2020 Actual (rounded)	Proposed 2021
GoDaddy	\$ 725.00	\$ 1,000.00 (includes 365 subscriptions)
*\$450 spent on email migration services in 2021*		
Maine Municipal Association	\$ 18,185.00	\$ 13,000.00
*Prepaid Property and Casualty Pool due in 2021*		
Training		\$ 1,000.00
MPPD	\$ 535.00	\$ 700.00 (to reflect increased usage)
Lincoln Co. Publishing	\$ 670.00	\$ 700.00
SDS Inc	\$ 306.00	\$ 600.00 (to reflect increased usage)
Consolidated Communications	\$ 505.00	\$ 600.00
William H Brewer	\$ 6,500.00	\$ 8,000.00
Staples (normal office supplies)	\$ 679.00	\$ 600.00
Staples (other)		\$ 2,850.00
	New Computer	\$ 2,000.00
	New Printer	\$ 450.00
	Misc.	\$ 400.00
USPS		\$ 110.00
Payroll	\$ 3,122.00	\$ 5,000.00
Bureau of Unemployment Compensation	\$ 2,971.00	\$ 3,000.00
Lawyers	\$ 212.00	\$ 500.00
Newburgh and Associates	\$ 1,320.00	\$ 1,500.00
Reimbursements	\$ 2,661.00	\$ 1,500.00
Other unanticipated costs		\$ 2,300.00
	Total 2020:	\$ 38,391.00
	2020 Budget:	\$ 40,000.00
	Proposed 2021 Budget:	\$ 43,000.00

## Solid Waste 2021 Budget (proposed)

SW Manager Salary	\$ 1,200.00
Off-Season Labor – 26 collections at Lupine - 78 hours @ \$25	\$ 1,950.00
Summer Labor – 46 Collections at Ball Field - 92 hours @\$25	\$ 2,300.00
Barge escort labor – 11 trips/40 hours @\$25	\$ 1,100.00
Estimate payroll taxes	\$ 510.00
<b>Total</b>	<b>\$ 7,135.00</b>

Red Bags & Recycle bags	<b>\$ 1,200.00</b>
Container Rental - \$375/month	<b>\$ 4,500.00</b>
Each Barge Run (approx.)	
Barge - \$375/hr x 4.5 hours	\$ 1,700.00
Landing fees	\$ 150.00
Pine Tree Waste Drivers	\$ 1,900.00
Disposal	\$ 500.00
<b>Total</b>	<b>\$ 4,250.00</b>
<b>11 Barge trips</b>	<b>\$46,750.00</b>

Total projected/proposed budget:
**\$59,585/\$60,000**

### 2019 Revenue

Trash Bags - \$25,031.00  
 Barge use - \$3,775.00

### 2020 Revenue

Trash Bags - \$21,720.00  
 Barge use - \$ 1,950.00

Animal Control : Proposed 2021 Budget as of 2/16/21 - DRAFT						
Budget category	Beginning Balance (1/1/20)	2020 Appropriation	2020 Actual Expense	2020 Notes	2021 Proposed	2021 Notes
<b>Waste Mgmt</b>					\$500.00	Proposing that we buy 2 combination bag dispensing and disposal units (Total cost of \$535.98). This would be covered by existing funds in the account. I'm also proposing to appropriate an additional \$500 to cover labor costs for maintaining the disposal stations.
Equipment					\$0.00	
Labor					\$0.00	
<b>TOTAL</b>	\$587.50	\$0.00	\$0.00		\$500.00	